

CONFIDENTIAL **ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

FROM:

Deputy Director of Personnel
for Special Programs
5E 56 Headquarters

EXTENSION

NO.

DATE

2 Dec 83

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Human Resources Planning Staff

2.

3. Deputy Director for Policy, Analysis & Evaluations

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Barbara and Don:

In view of the short time we had to respond and the uncertainty as to what you wanted and how you wanted it presented, I hope the attached is helpful to you.

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2 December 1983

MEMORANDUM FOR: Deputy Director for Policy, Analysis & Evaluations
 THROUGH: Chief, Human Resources Planning Staff
 FROM: [REDACTED]
 Deputy Director of Personnel
 for Special Programs
 SUBJECT: DCI's Annual Report to Congress
 REFERENCE: Memorandum from C/HRPS, Subject: DCI's Annual
 Report to Congress - OP Submission

1. Regretfully, we did not receive reference until C.O.B. Thursday, 1 December, and reference did not include a copy of the 1982 Directorate Report as a guide. Thus, my response to your request may not be exactly in the format you desire. Nevertheless, I would like to highlight the following items for you.

The major items that I believe deserve mentioning are as follows:

(a) [REDACTED] was hired to undertake a review of the Association Benefit Plan to determine whether the Agency was getting the best coverage for the money as well as to undertake the development of options for a supplemental retirement system resulting from the recent passage of Social Security coverage for Government workers. [REDACTED] has delivered the report on the Association Benefit Plan and over the next several months we will be working with them to develop alternative coverages to be included in the Association Benefit Plan for 1985. Although the Association Benefit Plan is sound and provides excellent coverage, the premium is greater than several other good federal health benefit plans. We remain optimistic that we will be developing an even better Association Benefit Plan. As a result of the [REDACTED] Report, two Open Season symposiums were held for Agency employees and retirees to provide assistance in determining which health programs were the most advantageous. (AIUO)

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With regard to the supplemental retirement options, the first draft is anticipated in mid December and during the early months of calendar year 1984, we will be developing these options further. The effort is designed to produce a supplemental retirement program for Agency employees which recognizes the significant differences between the Agency and other federal government organizations. Our effort will be to design such a program ahead of that being developed by the Congress for the rest of the federal government. (AIUO)

(b) Significant amount of time has been invested in CY 83 in determining how the Agency could reduce the amount of out-of-pocket expenses presently incurred in domestic relocation. Meanwhile, the Congress passed a bill introduced by Senator John Warner which increased the benefits of the federal travel regulations. Two significant aspects of this bill were in reimbursement for taxes paid resulting from domestic relocation payments and the authority to contract with domestic relocation services. We have presented to GSA our suggestions for implementing directives to amend the federal travel regulations and are awaiting the final outcome of these directives. At that time, we will assess the additional steps that will be necessary to obtain the best benefits possible for our employees who will be relocating domestically. Depending on the outcome of these initiatives, there will be funding implications. Unfortunately, we cannot show what they will be at this time. (AIUO)

(c) A significant amount of time and energy was invested in implementing the new spousal legislation and producing an Executive Order to provide identical coverages under CIARDS as those recently provided under the Civil Service Retirement System. Other implementations of legislative changes included "Catch 62" provisions which provide for the purchase of military service after 1 January 1957 to avoid a reduction in annuities at age 62. Also, new disability retirement procedures were implemented. (AIUO)

(d) With the passage of the recent legislation that places employees hired after 31 December 1983 under Social Security coverage, we must implement assistance in Social Security beginning 1 January 1984. As yet, positions have not been provided for this mandatory legislative coverage. Staffing for this requirement at the present time should include two officers and one clerical employee. Should the Agency determine, as a result of an on-going study, to handle all Social Security matters within the Agency, significant resources would be required. A determination on this issue should be made within the next month. (AIUO)

(e) Extensive efforts were undertaken to implement a computerized reservation and ticketing system in the Central Processing Branch to enhance the security and cover of Agency employees travelling domestically and overseas. The system is to become operational at the beginning of 1984. (C)

(f) The Family and Employee Liaison Office (FELO) was enhanced to increase coverage of personnel relocating domestically and to assist new EOD's in finding housing in the Washington, D.C. area. Additional enhancement are being looked at to ensure that personnel relocating are adequately prepared for the personal inconveniences and impact on their lives that will be taking place when they move. (AIUO)

(g) For the future, we will be seeking WANG equipment to ensure that we bring ourselves into the 20th Century in the Special Programs area. We will

be developing plans and estimating cost involvement as we better define our needs and the cost of equipment to satisfy our needs. (U)

2. If there is additional information you need to assist you in developing the DCI's Annual Report item in the Special Programs area, please don't hesitate to call me. (U)



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Deputy Directorate for Employment, Office of Personnel

1983 Accomplishments (October - December 1983)

In October 1983, the Office of Personnel Recruitment and Placement Directorate was reorganized as the Employment Directorate. The reorganization included: three geographic divisions for professional and technical recruitment; a fourth division for recruiting clericals; and the integration of the recruitment portion of the Career Trainee Staff. The reorganization was accomplished to increase accountability, develop quality of work groups, and develop new and innovative approaches to personnel recruitment. The innovation phase began with a comprehensive agency job fair at M.I.T. in late November 1983. The fair was successful in drawing the largest, most responsive audience experienced over the last decade at the school. Some 120 students attended an Agency information session conducted by the Director of Personnel, the Deputy Director for Employment, representatives from each of the Agency Directorates [REDACTED]

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[REDACTED]. Many candidates for direct hire and the Career Trainee Program were identified. This innovative technique is being considered for other regions in the U.S. Further, [REDACTED]

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[REDACTED], a McLean based computer consulting firm was hired by the DDE to review CAPER, the Office of Personnel's computer system for tracking progress of applicants through its processing systems.

[REDACTED] has presented a list of 30 enhancements which can significantly improve the systems ability to handle data. Some of these improvements will be done under the current contract, and others which involve more extensive changes, will be done over the next year.

1984 Initiatives

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The work being done by [] to the Caper system is two fold--first to attain short-term enhancements to upgrade significantly the tracking of applicants and second to develop a system that can be converted when the hardware and software are available to integrate OP, OMS and OS data in order to tie into the Agency's mainframe, some two years in the future.

During the next year, the DDE expects to increase by at least 50 percent the number of Career Trainees recruited. This will be accomplished by organizing job fairs and recruiting "blitzes" similar to the one at MIT, by integrating the Career Trainee Staff recruiters into the OP/DDE, and by increasing the number of recruiters targetted on CT recruitment. DDE also is moving forward and recruiting more CT officers for the DI, DA and DDS&T.

In order to carry out these initiatives successfully, several hundred thousand dollars will be required for computer enhancements, increased travel costs, and increased personnel service costs.